

ACTIVITIES OF THE TRANSPORTATION DIVISION, SERVICES OFFICE (O)

Domestic travel on vouchered funds:

Request for travel orders should be submitted at least 48 hours prior to departure on form 34-5. Send one copy to the Transportation Division and route original and one copy for approvals. The Transportation Division works out the itinerary via most economical means and requests space from the carriers with whom they maintain close liaison, operates ticket procurement and delivery service, has available hotel reservation service in the large cities. Is responsible for proper quotations of rates, taxes and accommodations on all carriers and issues Government Transportation Requests for transportation.

Foreign travel on vouchered funds:

Request for travel orders should be submitted at least 30 days prior to departure on form 34-5 in order that the traveler receive the necessary overseas immunizations. Send one copy to the Transportation Division and route original and one copy for approval. The same procedure is followed as outlined in domestic travel above.

The Transportation Division calls the subject for interview, checks for dates of completion of immunization, physical examination, actual readiness date, amount of excess baggage, dependents (if authorized), initiates application for passport, checks subject for birth certificate, pictures and

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necessary slips for their 48 hour physical before departure and required overseas security briefing.

Household effects and cargo shipments for overseas:

Request for overseas shipment of cargo are submitted on form 36-4 and sent to the Transportation Division after approval. The Transportation Division picks up the household effects from the employee's home and makes arrangements with commercial packer to have effects packed and crated and prepared for overseas shipment. Delivers cargo to port via Government truck and secures necessary space from steamship companies.

Motor Pool and Garage:

The Transportation Division maintains a motor pool and furnishes transportation for employees of this agency 24 hours a day, 7 days a week.

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NO CHANGE in Class. ☒

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DER Memo, 4 Apr 77

Date: By:

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Issuance of Transportation Requests:

Transportation Requests are printed in two different types. Type A Books and Type B Books. Type A Books are issued to travelers for their use only and they will sign the Transportation Request as issuing officer-traveler.

Type B Books are for use in offices where individual Transportation Requests are issued for specific trips and require signature of both an issuing officer and the traveler.

Transportation Requests will be prepared in an original and memorandum copy. (It is suggested that you make a copy for your file) All information must be shown thereon, including the date and number of the travel order and the appropriation and allotment information. The "Bill to" line should show CENTRAL INTELLIGENCE AGENCY, 2430 E Street, N. W., Washington 25, D. C. The next line reading "Requests the" should show the name of the carrier that is to furnish the transportation. The line commencing "For use of" is for the name of the traveler, while the next two lines are for insertion of point of origin and destination. In connection with round trip travel, the words "and return" should be inserted following the destination. The line commencing "Route" is to be used in those instances where more than one carrier is utilized, i. e., on a trip from Washington, D. C. to Honolulu, T. H., the route would normally be: UAL, San Francisco/PAA, Honolulu, or for special insertions, such as "Minimum 1st class accommodations", in case of steamship travel. The line for "Appropriation" should be filled in with allotment information shown on the travel order while the line "Authorization or Object" should show the number and date of travel order. "Place of Issue" is the city where the transportation requests are issued, and the line for the Traveler's Signature Title should show the same title as indicated in the travel order. There is a place on the Transportation Request to show the class, number of persons, seat or sleeper accommodations and pounds of excess baggage. These blocks should be checked to indicate the proper class of transportation or accommodation to be furnished. A separate Transportation Request must be issued for Pullman accommodations and excess baggage, indicating in the proper block the type of accommodation to be furnished or number of pounds excess baggage. All other blocks in the space to be blanked out.

The original Transportation Request should be presented to the carrier by the traveler while the memorandum copy should be retained by him for use as a supporting paper for attachment to his reimbursement voucher. In the event no claim for reimbursement for per diem and incidental expenses is contemplated by the traveler, it is, nevertheless necessary that he prepare a record voucher and support this with the copy of the Transportation Request. The "Statement of Travel" stub of the memorandum copy of the Transportation Request should be filled in and left in the book.

When the requests in the book are exhausted, the book cover with proper information shown on the "Statement of Travel" stub, must be returned to this office for appropriate disposition. Any spoiled or cancelled Transportation Requests must also be returned with the book cover. This is necessary since the accountability for CIA Transportation Requests is vested in the Finance Branch which, even though the issuing officers of the requests are primarily responsible for their proper use, must maintain proper records and submit necessary reports to the General Accounting Office and the Treasury Department.

Requests for additional Transportation Request Books should be directed to the Chief, Transportation Division, Services Office, CIA, and it is suggested that this be done before your supply becomes completely exhausted.

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